



ASSISTANT CITY MANAGER			
DEPARTMENT:	CITY MANAGER	CLASSIFICATION:	EXEMPT/AT-WILL
CREATED/ UPDATED:	MARCH 2020	PAY GRADE:	

JOB SUMMARY

Under general direction, to serve as an integral member of the Executive Management Team responsible for providing leadership support to the City Manager by planning and recommending organizational policies and performance strategies; to provide a variety of specialized complex administrative and management analysis to support decision-making and strategic direction; to participate in the oversight of City departments as assigned; and to perform related duties as required.

SUPERVISION EXERCISED/RECEIVED

Receives general direction from the City Manager. May exercise general direction over executive, professional, para-professional, technical and clerical staff as assigned.

ESSENTIAL DUTIES

Participates with the City Manager in framing the City Council's vision and strategies for accomplishing organizational initiatives; and advocates for City, Federal, State, and regional cooperation where opportunities exist to further the City's and region's goals.

Represents and supports the City Manager with City Council, employee and citizen group discussions, and meetings; monitors the pending items list, and keeps the City Manager informed about projects and issues of importance to Council; provides the City Manager with accurate and timely information to support decision-making and policy direction.

Promotes innovation, critical thinking and creativity in developing approaches and solutions to City needs; empowers all levels of staff to be proactive and participatory; promotes, encourages and leads collaboratively in seeking new ways to share resources, ideas and best practices in order to optimize service delivery organization wide.

Conducts research and special projects and assures implementation of programs developed and initiated by Mayor and City Council; may direct the development of programs to address citizen needs to include citizen involvement.

Conducts complex and sensitive administrative, operational, and management analyses, studies, and research projects including those involving city-wide issues, programs, policies and procedures;

selects, adapts, and applies appropriate research and statistical techniques; gathers and analyzes data and information from various sources on a variety of specialized topics.

Attends City Council meetings and work sessions; researches, responds to and prepares correspondence; performs necessary follow up and communicates with City management on sensitive and confidential issues.

Supervises, trains, and evaluates executive, professional, para-professional, technical and clerical personnel; makes effective recommendations regarding promotion, transfer and disciplinary of assigned personnel.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities may be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Graduation from an accredited college or university with a Bachelor's degree or equivalent in Political Science, Public or Business Administration, or a closely related field. A Master's Degree in a related field is highly desirable.

Experience:

A minimum of six years of increasingly responsible professional level administrative public sector experience in the analysis of administrative concerns, including the development and implementation of administrative or operational programs, policies and procedures. Three years of supervisory experience.

Knowledge, Skills & Abilities:

Knowledge of:

- Principles and practices of public administration, including principles of organizational development, budgeting, fiscal analysis, long-range financial planning, personnel administration, and the functions and activities of a municipal government.
- Knowledge of computer applications and technology related to the work.
- State, Federal and local laws and regulations.
- Report preparation and presentation methods.
- Principles and techniques of project management.
- Legal, ethical, and professional rules of conduct for public sector employees.
- Employee supervision and skill in planning, directing, training, reviewing and evaluating the work of others.

Ability to:

- Effectively represent the City in contacts with governmental agencies, community groups, and various business and professional organizations.
- Conduct analytical, management and operational studies, evaluating alternatives, and making sound, effective recommendations.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively in English, both orally and in writing.
- Make oral presentations and compose clear and organized written materials.
- Use tact, discretion and good judgement in the handling of sensitive records and confidential information.
- Exercise extreme discretion when dealing with the public and employees on sensitive or confidential matters.
- Prioritize work and use sound, independent judgement within policy and procedural guidelines.
- Evaluate programs and services from an operational and productivity standpoint.
- Establish and maintain effective working relationships with those contacted in the course of work, including City Manager, management staff, other government officials, community groups, and the general public.
- Provide excellent customer service, to both internal and external customers.
- Skillfully and safely operate a motor vehicle when required in the course of performing work duties.

SPECIAL REQUIREMENTS

- Ability to attend special City events including weekends, evenings and holidays, as required.
- Ability to attend night meetings and work extended hours, as needed and/or required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, the employee is constantly required to sit and frequently stand, walk, talk and hear, both in person and by telephone; use hands or fingers to handle, touch, or operate standard office equipment; and reach with hands and arms. The employee occasionally reaches for an item above or below desk level, and lifts or carries records and documents, typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Mental Demands:

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; exercise sound judgement in the absence of specific guidelines; establish priorities and work on multiple assignments and projects concurrently, and meet intense and changing guidelines given continual interruptions.